

Are you or your partner self-employed?

You

No

Yes

On what date did you or your partner become self-employed?

Your partner

No

Yes

Are you or your partner a share fisherman?

No

Yes

No

Yes

Do you or your partner own a boat?

No

Yes

No

Yes

What is your or your partner's percentage share of the catch?

Please send us details of your income and expenses for the last 13 weeks.

Please send us details of their income and expenses for the last 13 weeks.

Do you or your partner run a farm or croft?

No

Yes

No

Yes

Have you or your partner been in touch with the Agricultural Development Advisory Service about subsidies?

No

Yes

No

Yes

Please send us any details about this.

Please send us any details about this.

What trade or business are you or your partner involved in?

For example, a shop or restaurant.

Name and address of the business

When did the business start?

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Have you or your partner stopped trading?

You

No

Yes

Your partner

No

Yes

Date trading stopped

____ / ____ / ____

____ / ____ / ____

If you or your partner have stopped trading please say why. For example, are you temporarily without work or sick?

If you or your partner have stopped work because of illness please say when you hope to return to work.

____ / ____ / ____

____ / ____ / ____

Are you or your partner the director of a company?

No

Yes

No

Yes

Is anyone running the business in your absence?

No

Yes

No

Yes

Has any money been received into the business since you or your partner last worked?

No

Yes

No

Yes

How much has been received?

When was it received?

____ / ____ / ____

____ / ____ / ____

Please list any business expenses paid out to earn the amount received

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	You	Your partner
Is the business regarded as a going concern by yourself, your bankers, accountant and creditors?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner have reasonable prospects of more work in the business in the near future?	No <input type="checkbox"/> Please say why below. Yes <input type="checkbox"/>	No <input type="checkbox"/> Please say why below. Yes <input type="checkbox"/>
When do you hope to start work again?	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Do you or your partner hope to resume work in the business when economic conditions improve?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
When do you expect this to be?	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Are you or your partner available for work and looking for work in any other field of employment during this break in employment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If you are not available for other work or looking for other work, please tell us why.	<input type="text"/>	<input type="text"/>
Are you or your partner currently undertaking any activities in connection with self-employment? For example, advertising, ordering stock, visiting potential customers.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below.
	<input type="text"/>	<input type="text"/>

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Are you or your partner still regarded as self-employed by these people?

You

- VAT
- HM Revenue & Customs (National Insurance Contributions)

Your partner

- VAT
- HM Revenue & Customs (National Insurance Contributions)

If the business is in decline or has temporarily stopped, do you or your partner consider this to be the normal pattern of work?

- No Please say why below.
 Yes Please say why below.

- No Please say why below.
 Yes Please say why below.

How long is the break between contracts or jobs normally?

days / weeks / months

days / weeks / months

How many hours a week on average were you or your partner working before you claimed benefit?

hours a week

hours a week

How many hours a week on average are you or your partner working now?

hours a week

hours a week

- Include any time spent
- on jobs or contracts
 - purchasing or selling stock
 - canvassing for work
 - giving estimates
 - travelling in connection with work but not to or from work
 - advertising
 - supervising or managing
 - on research or practising
 - cleaning
 - maintaining capital assets
 - doing the accounts.

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Do you or your partner own any business assets?

For example, property, vehicles, stock, tools, machinery etc

You

No

Yes Please list the assets and their value.

£
£
£
£
£
£
£
£

Your partner

No

Yes Please list the assets and their value.

£
£
£
£
£
£
£
£

If you or your partner do not intend to start trading again, do you intend to sell the business assets?

If **No**, tell us why you are not going to sell the assets. Business assets may affect the amount of benefit you can get.

No

Yes

No

Yes

How long do you think you or your partner need to sell the business assets?

_____ days / weeks / months

_____ days / weeks / months

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What action have you or your partner taken to sell the business assets?

You

Your partner

Are any debts secured against the business assets?

No

Yes

No

Yes

How much are the debts?

£

£

What are the debts for?

Do you or your partner have a business account with a bank?

You

No

Yes

Your partner

No

Yes

How much is in the account?

£

£

Please send a statement from the bank or from an accountant.

Please send a statement from the bank or from an accountant.

Are you or your partner owed any money?

No

Yes

No

Yes

How much money is owed?

£

£

What is the money owed for?

Is the business in liquidation or receivership?

No

Yes

No

Yes

Name and address of the accountant or insolvency practitioner

Postcode

Postcode

Their phone number

Code Number

Code Number

Can we ask the the accountant or insolvency practitioner for information, if we need to?

No

Yes

No

Yes

Please use this space to tell us anything else you think we might need to know.

Continue on a separate sheet of paper, if necessary. But make sure you sign and date it and write your full name, address and National Insurance (NI) number on it.

A large, empty rectangular box with a thin black border, occupying the right two-thirds of the page. It is intended for the user to provide additional information as requested in the text on the left.

Joint claim for Jobseeker's Allowance

If you have made a joint claim for Jobseeker's Allowance either or both of you can sign the declaration. Both of you are responsible for the information on this form.

I understand that

- if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action
- the information I have provided will be used to process my claim. Some of the information may be checked with other sources
- the information may be used for other purposes relating to the work of the Department for Work and Pensions. Some information may be given to other government bodies as permitted by law.

I declare that the information I have given on this form is correct and complete as far as I know and believe.

You

Your partner

Signature

Date

Signature

Date

What to do now

- Please make sure you send us everything we have asked for with this form. If you cannot send something we have asked for, tell us why in **Other information** on **page 10**. But do not delay sending us this form.
- Send this form back to us as soon as you can. We may have to interview you if we need more information.
- Make sure you have signed and dated this form.